



President | Board Position Description

TITLE:

President

TERM:

As with all Board positions, this position begins annually on January 1 after elections are conducted.

This position serves a **one (1) year term**.

DUTIES:

- Presides at official meetings of the organization including the monthly full Board and monthly Executive Board Meetings via virtual meeting platform (each meeting is one hour, plus preparation time).
- Establishes new, non-standing committees and appoints all committee chairs not already identified in the Bylaws.
- Provides general supervision of the work of the organization and represents the organization in its various activities.
- Delivers opening remarks at MMANC signature events and the MMANC Annual Conference.
- Serves as the liaison to corporate partners and partner organizations.
- Oversees ongoing implementation of MMANC's strategic plan and facilitates cyclical updates of the MMANC Strategic plan.
- Works alongside the Vice President to secure corporate sponsors and/or, working with MMANC volunteers, maintains corporate partner relationships.
- Attends all one-day signature events and the three-day MMANC Annual Conference, in addition to region events when possible.
- Appoints MMANC members to committees, including but not limited to the Elections Committee, Credentialed Government Leader (CGL) Committee, ICMA Ethics



Committee, the following year's ICMA Conference Planning Committee, and the following year's League of California Cities' Policy Committees.

- Serves as the representative and liaison for MMANC for multiple external organizations:
 - Cal-ICMA Board of Directors (meets via conference call six times a year)
 - League of California Cities' City Managers Department Executive Committee (meets six times per year, including two in-person meetings)
 - Institute for Local Government Board of Directors (meets quarterly in Sacramento, including a two-day summer meeting)
 - Preparing the Next Generation (PNG) / Talent Development Initiative (meets quarterly, including one in-person meeting at the MMANC Annual Conference)
 - League of California Cities' City Manager's Department Meeting and the ICMA Annual Conference* (conference lengths 3–4 days each)

- Executes contracts on behalf of MMANC.

- Serves as an **ex-officio** member of all MMANC committees.

*Conference expenses covered by the League of California Cities and ICMA; travel/lodging expenses covered by MMANC

OVERSIGHT:

The President serves as the **chairperson** of the Executive Board, which consists of the President, Vice President, Finance Director/Treasurer, Conference Director, Communications Director/Secretary, Membership Director, Program Director, and Immediate Past President. The President also chairs the greater Board of Directors meetings.

QUALIFICATIONS:

- Must be a current MMANC member in good standing.

- The President position is assumed by the immediate past Vice President at the end of their term.

ADDITIONAL CONSIDERATIONS:



- The time commitment is estimated **five to ten (5–10) hours per week**, in addition to scheduled meetings as defined above.
- Any vacancy in the office of Vice President, Program Director, Conference Director, Membership Director, Communications Director/Secretary, or Finance Director/Treasurer shall be filled by the President with the advice and consent of the Board of Directors.
- After serving as President, the individual typically serves a one (1) year term as Immediate Past President.